



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Implementation of Clerical Classification Study

MEETING DATE: March 6, 1991

PREPARED BY: Joanne Narloch, Personnel Director

RECOMMENDED ACTION: Adopt attached resolutions to approve establishing new classifications, job specifications, and salaries for Deputy City Clerk, Personnel Technician, Police Records Clerk, and Purchasing Assistant.

BACKGROUND INFORMATION: In August of 1990 a classification study authorized by the City Council was conducted of the Administrative Clerk job series by Carl Seymour of the Human Resource Compensation and Management consulting firm. As a result of this study, several changes were recommended by Mr. Seymour. The city and union agreed to recommend these results. These recommendations included establishing the following new classifications: Deputy City Clerk, Personnel Technician, Police Records Clerk and Purchasing Assistant.

Although the salaries for these positions are subject to negotiation it was determined that it was in the best interest of the City and the employees to recommend an adjustment pending the negotiation process in June.

Based on a review of our comparable cities, it is recommended that the following salary ranges be established:

Deputy City Clerk				
A	B	C	D	E
1530.73	1607.25	1687.62	1771.99	1860.61

Police Records Clerk I				
A	B	C	D	E
1364.48	1432.69	1504.32	1579.52	1658.50

Police Records Clerk II				
A	B	C	D	E
1502.65	1577.83	1656.70	1739.51	1826.53

APPROVED: _____

Thomas A. Peterson

THOMAS A. PETERSON
City Manager

ENCLOSURE

Police Records Clerk III				
A	B	C	D	E
1584.31	1663.51	1746.69	1834.00	1925.74

Purchasing Assistant				
A	B	C	D	E
1524.43	1600.69	1680.71	1764.71	1852.98

Personnel Technician				
A	B	C	D	E
1607.26	1687.62	1771.99	1860.59	1953.65

The Police Records Clerk I/II/III and Purchasing Assistant will be placed in the General Services bargaining unit. Because the Deputy City Clerk and Personnel Technician, during the regular course of their duties, have access to and prepare information related to employer-employee relations, it is recommended they be designated as Confidential.

FUNDING: Contingent Account.

Joanne M. Narloch

Joanne M. Narloch
Personnel Director

JMN/la

COUNCO02/TXTA.04P

RESOLUTION NO. 91-40

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,
AND SALARY RANGE FOR DEPUTY CITY CLERK IN THE CITY CLERK'S OFFICE

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RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Deputy City Clerk in the City Clerk's office, as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 6, 1991:

Deputy City Clerk

A	B	C	D	E
\$1530.73	\$1607.25	\$1687.62	\$1771.99	\$1860.61

Dated: March 6, 1991

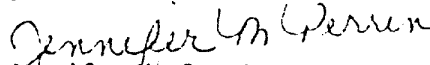
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I hereby certify that Resolution No. 91-40 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

DEPUTY CITY CLERK**EXHIBIT A**DEFINITION:

To provide complex and specialized office support to the City Clerk's office, the City Council, and other city offices; to perform or assist in a variety of mandated City Clerk functions; to provide lead direction and training to a small group of Administrative Clerks I/II or related staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification in the City Clerk's office, requiring deputization as a Deputy City Clerk, and requiring specialized knowledge and skills related to the department. This class functions as the direct assistant to the City Clerk, and handles the more complex and specialized clerical assignments of the department.

SUPERVISION RECEIVED AND EXERCISED:

This classification works under the general supervision of the City Clerk. Instructions received are generally in the form of objectives and desired end results; work review is based on end results, and details of accomplishment are left to the incumbent, subject to legal and policy requirements.

Incumbents in this classification may function as lead supervisors over a small group of administrative clerks and related staff, including planning, prioritizing, assignment, and review of work, providing training and instruction, correcting work in progress, and providing informal counseling and feedback to employees regarding work issues.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Prepares or assists in the preparation and distribution of City Council meeting and other (e.g. special session) agenda; prepares and distributes Council packets ensuring appropriate signatures and attachments; posts meeting announcements.
- Records Council votes; files, distributes and publishes resulting resolutions and ordinances; signs and seals resolutions and ordinances in the absence of the City Clerk.
- Reads agendas, prepares Council communications, and takes, transcribes and attests to minutes in the absence of the City Clerk.
- Prepares Council chambers for meetings; sets up and prepares recording equipment; operates equipment in the absence of the City Clerk.
- Provides secretarial support for the Mayor and Council members.
- Provides information to the public, City staff, and others that requires the use of significant judgement and the interpretation of policies, rules or procedures.
- Types complex and sensitive correspondence, reports, forms and specialized documents from drafts, notes, dictated tapes, or brief instructions using a typewriter or word processor; composes correspondence, proclamations, and brief reports.
- Oversees or performs the establishing, organizing and maintenance of complex departmental filing systems and records.
- Performs various technical processing of forms, application or procedures requiring in-depth subprofessional knowledge of the department's functions.
- Provides lead direction, training, and work review to a small group of administrative clerks or closely related classifications.

EXAMPLES OF DUTIES (continued):

Records and certifies official bids.
Makes arithmetical or routine statistical computations related to department operations, payroll, and budgets; collects fees, and issues receipts.
Assists in elections processes, including nomination filings, campaign filings, recording elections results, and related; notifies elected officials of filing deadlines, and receives, examines, and files conflict of interest filings.
May act as a receptionist, receiving, screening and directing callers, and making appointments.
Operates a variety of standard office equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

Policies and procedures related to City Council agenda, meetings, minutes, resolutions and ordinances; City Clerk election, campaign, and conflict of interest responsibilities.
Office management practices and procedures, including filing systems and the operation of standard office equipment.
Formats for typed materials.
Basic business arithmetic, including percentages, decimals, and fiscal recordkeeping.
Correct English usage, including spelling, grammar, and punctuation.
Basic business data processing principles and the use of word processing and other common commercial software.
Lead supervisory principles and practices.

Ability to:

Read and interpret rules, policies, and procedures.
Organize, research and maintain office files and records.
Deal tactfully and effectively with those contacted in the course of the work.
Take and transcribe accurate official minutes.
Make arithmetic calculations with speed and accuracy.
Compose correspondence and related items from brief instructions.
Use initiative and sound independent judgement within established guidelines.
Operate standard office equipment including word processing and centralized telephone equipment.
Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school including completion of specialized clerical coursework.

Experience:

Two years of responsible journey level clerical experience at a level equivalent to the City's Administrative Clerk II.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

RESOLUTION NO. 91-35

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING PLACEMENT OF DEPUTY CITY CLERK AND
PERSONNEL TECHNICIAN IN THE CONFIDENTIAL BARGAINING UNIT

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WHEREAS, the Deputy City Clerk and the Personnel Technician, during the regular course of their duties, have access to and prepare information related to employer-employee relations;

NOW, THEREFORE, BE IT RESOLVED, the Lodi City Council hereby authorizes the designation of Deputy City Clerk and Personnel Technician to the Confidential bargaining unit.

Dated: March 6, 1991

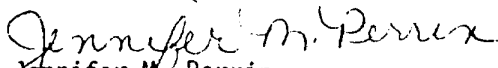
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I hereby certify that Resolution No. 91-35 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

RESOLUTION NO. 91-34

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,
AND SALARY RANGE FOR PERSONNEL TECHNICIAN

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RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Personnel Technician as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 6, 1991:

Personnel Technician				
A	B	C	D	E
1607.26	1687.62	1771.99	1860.59	1953.65

Dated: March 6, 1991

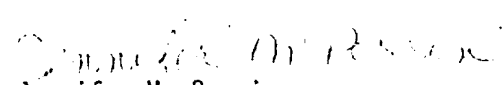
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I hereby certify that Resolution No. 91-34 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

91-34

RES9134/TXTA.02J

PERSONNEL TECHNICIAN**EXHIBIT A**DEFINITION:

To perform a variety of responsible paraprofessional and support duties related to employee benefits, recruitment and examinations, interpretation and application of policies and procedures, and wage and salary administration.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from high level clerical classes by the extent and nature of responsibility for paraprofessional functions related to the City's personnel programs, and the requirement for understanding and interpretation of federal, state and local laws, codes, regulations and policies.

SUPERVISION RECEIVED AND EXERCISED:

This classification works under the general direction of the Personnel Director or designee, and has responsibility for an assigned area of paraprofessional personnel duties.

This classification may direct the work of clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Provides a wide variety of information to employees requiring the interpretation and application of policies, procedures, programs, benefits, guidelines, and regulations; provides basic information on personnel programs and processes; prepares and maintains information and references for employees and the public.

Contacts insurance carriers and/or third party administrators to resolve problems and answer employee questions.

Prepares recruitment materials including typing job announcements, writing and placing advertising, assembling mailing lists, and preparing and issuing candidate notices.

Schedules, administers and may score written tests.

Performs complex calculations related to examination statistics, sick leave conversion, COBRA payments and eligibility periods, benefits coverage and payments, retirement calculations, and related.

Conducts orientations for new employees; verifies compliance with immigration reform and control act provisions.

Processes enrollment forms; and coordinates benefit (open enrollment, bargaining unit changes) and retirement plan changes.

Processes and coordinates long term disability applications; serves as a liaison between employees and the City; processes unemployment insurance claims.

Conducts exit interviews.

Types confidential materials including disciplinary letters and materials related to meet and confer.

Arranges participants and schedules qualification appraisal boards.

Prepares and maintains a variety of complex records and files including federal and state reporting, affirmative action, position control, salary history, negotiated agreements, personnel files, and related matters.

EXAMPLES OF DUTIES (continued):

Prepares and generates a variety of reports and statistical summaries manually or using computer systems; tracks data and prepares reports related to departmental budget.
Responds to requests for information from other organizations.
Notifies departments of scheduled personnel actions which are due.
Performs a variety of responsible clerical work in support of the department including in-person and telephone reception, typing, preparation, duplication, assembly and distribution of documents, mail processing, photocopying, and related tasks.

MINIMUM QUALIFICATIONS

Knowledge of:

Fundamentals of the laws, regulations and policies governing benefits, insurance, COBRA, equal opportunity employment, and City policies and procedures.
Basic principles and procedures related to area of assignment such as insurance, benefits, retirement, recruitment and selection, and related.
Systems and methods for recordkeeping and file maintenance.
General office methods including the operation of computers and standard office equipment.

Ability to:

Interpret, explain and apply complex regulations, rules and agreements.
Administer paraprofessional aspects of personnel programs, such as insurance, benefits (including COBRA), retirement, and recruitment and selection.
Maintain confidentiality of personnel-related materials and issues.
Perform complex arithmetical and basic statistical calculations accurately.
Prepare a variety of written reports, records, and correspondence.
Establish and maintain effective working relationships with those contacted in the course of the work.
Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Three years of responsible clerical experience which has provided knowledge of personnel department operations.

RESOLUTION NO. 91-42

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,
AND SALARY RANGE FOR PURCHASING ASSISTANT

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RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Purchasing Assistant as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 6, 1991:

Purchasing Assistant				
A	B	C	D	E
1524.43	1600.69	1680.71	1764.71	1852.98

Dated: March 6, 1991

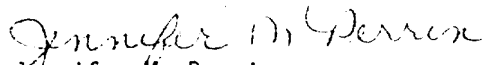
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I hereby certify that Resolution No. 91-42 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

EXHIBIT A

CITY OF LODI

March 6, 1991

PURCHASING ASSISTANT

DEFINITION:

To purchase routine office supplies; to maintain the office supply stock and inventory; to process and fill requisitions for office supplies; to process invoices and maintain records; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

This single position classification is distinguished from higher level buyers and related classes in that it is limited to purchasing of routine office supplies, and in that it also performs clerical duties in support of the department. It is distinguished from other clerical positions by responsibility for performance of limited routine professional buying duties.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Purchasing Officer or Buyer.

Responsibilities may include directing the work of clerical personnel assigned to the unit, particularly on a part-time or temporary basis.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Secures and compares information regarding price, quality, availability and related information for a wide variety of routine office supplies.
Negotiates with vendors regarding terms, and purchases and orders supplies, business cards, printing, and related items.
Reviews requisitions, determines needed items, and obtains from stock.
Develops and maintains inventory and stocking systems for office supplies; determines appropriate reorder points and initiates reorders; performs annual office supply inventory.
Codes and enters data, and maintains a variety of manual and computerized records and logs related to purchasing, stock movement, charges to departments, coding of items, and related.
Picks up and delivers, or prepares items for delivery.
Compares purchase orders to invoices and items received, follows-up discrepancies, notes partials, recommends payment, and forwards approved invoices to accounting.
Computes quantities, discounts, taxes, totals and extensions.
Discusses office supply and business card needs with requestors.
Maintains a variety of purchasing and inventory related files and filing systems.
Expedites and coordinates delivery schedules; may assist with receiving.
Provides telephone and in person reception; processes departmental mail; and provides related clerical support for the department.
May provide lead direction to clerical assistants.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of purchasing in the public sector.
Basic accounting and recordkeeping procedures.
Supplies commonly used in office applications.
Applicable policies, procedures and codes.
Modern office practices, including the operation of standard office equipment and machinery.

Ability to:

Secure and compare information regarding price, quality, quantity, and other aspects of office supply purchasing.
Negotiate with vendors to obtain the most favorable terms and conditions.
Perform arithmetical computations rapidly and accurately.
Type accurately at a net rate of 45 words per minute from printed copy.
Establish and maintain effective working relationships with those contacted in the course of the work.
Establish and maintain complex filing systems.
Operate computerized purchasing and recordkeeping systems.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Two years of responsible clerical experience which has provided a basic knowledge of purchasing and inventory duties.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.

JOBSPE68/TXTA.04P/REC.DIR

RESOLUTION NO. 91-41

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,
AND SALARY RANGE FOR POLICE RECORDS CLERK I/II and III

RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Police Records Clerk I/II and III, as shown on Exhibit A and B respectively, attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for these classifications, effective March 6, 1991:

Police Records Clerk I				
A	B	C	D	E
1364.48	1432.69	1504.32	1579.52	1658.50

Police Records Clerk II				
A	B	C	D	E
1502.65	1577.83	1656.70	1739.51	1826.53

Police Records Clerk III				
A	B	C	D	E
1584.31	1663.51	1746.69	1834.00	1925.74

Dated: March 6, 1991

I hereby certify that Resolution No. 91-41 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock,
Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Jennifer M. Perrin
Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

91-41

RES9141/TXTA.02J

POLICE RECORDS CLERK I/II**EXHIBIT A**DEFINITION:

To provide information and assistance to the public in person and by telephone; to maintain police department records; to process and type a variety of records and reports; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Police Records Clerk I is an entry level classification. Incumbents learn and perform a variety of duties related to gathering, processing, maintaining and retrieving police records and information, and assisting the public. This class is flexibly-staffed with Police Records Clerk II; incumbents are expected to advance to the higher level after successful performance at the I level, and demonstrating proficiency for performing at the higher level.

Police Records Clerk II is the full working level of the series, competent to perform the full scope of duties required.

SUPERVISION RECEIVED AND EXERCISED:

Police Records Clerks I work initially under close supervision. As experience and proficiency are gained, there is greater independence of action within established guidelines. Police Records Clerks II work under general supervision.

These classifications do not exercise supervisory authority over other full time permanent employees.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Operates a multi-line telephone system to respond to non-emergency requests for information or assistance, and redirects or refers misdirected calls.
- Assists the public at the counter by providing information, explaining procedures and forms, assisting with counter reports, and a variety of other requests.
- Determines whether requesting parties are entitled per laws and regulations to the information requested, and blocks out confidential information. Photocopies and releases reports in accordance with regulations.
- Responds to requests from other criminal justice agencies for information.
- Maintains and codes records of contacts, requests for police services, and related.
- Enters data, reviews, verifies, prepares and processes a variety of forms, reports and correspondence including warrants, traffic citations, gun registrations, and bicycle licenses; and prepares standardized letters of facts or transmittal, using typewriter or word processors.
- Enters, queries, and retrieves information from Federal, State and local computer, teletype and related systems.
- Files a wide variety of materials and researches files and records.
- Purges and seals various records and reports in accordance with regulations.
- Codes, categorizes and tabulates records and reports.
- Collects fees and bail; posts, balances and may distribute monies received.
- Operates and performs operator maintenance of a variety of standard and specialized office equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

Level I:

Basic office practices and procedures, including the operation of standard office equipment.
Alphabetical, numerical, and topical filing systems.
Correct English usage, including spelling, grammar, and punctuation.
Basic arithmetic.

Level II - In addition to the requirements of the I:

Laws and regulations governing the release of police department reports and information.
Functions and operation of the various computer, teletype, and related police information systems and equipment.
Policies and procedures for departmental operations.

Ability to:

Level I:

Deal tactfully and effectively with public, suspects and prisoners, including hostile and irate individuals.
Understand and carry out oral and written instructions.
Maintain accurate records and files.
Type accurately at a net rate of 45 words per minute from printed copy.
Make accurate arithmetical calculations.

Level II - In addition to the requirements of the I:

Apply applicable rules and regulations to requests for confidential and public law enforcement related information.
Prioritize work and coordinate several activities simultaneously.
Operate standard and specialized office equipment including computer terminals and teletypes.
Organize and maintain files and records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Level I:

Education:

Equivalent to completion of high school, including coursework in keyboard operations.

Experience:

One year of general clerical experience which has included computer operations and public contact.

Level II:

Education:

Completion of an accredited course in law enforcement records management.

Experience:

One year of records processing and public contact experience in a law enforcement department at a level equivalent to the City's Police Records Clerk I.

OTHER REQUIREMENTS:

Must be able to pass a background investigation and meet City of Lodi Police Department requirements for security clearance.

POLICE RECORDS CLERK III**EXHIBIT E**DEFINITION:

To perform the most complex and responsible police records clerical duties; to provide training and lead direction to others; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

Police Records Clerk III is the advanced journey/lead worker level of the Police Records classification series. Assignments at this level are characterized by in-depth technical knowledge requirements and/or responsibility for providing direction to others.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by professional or supervisory staff, including direction from sworn supervisory personnel.

Responsibilities may include providing lead direction to Police Records Clerks, and/or providing back up for higher level supervisors during their absence.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Audits law enforcement-related data and statistical reports, verifies information against written reports, and makes corrections.
Advises other staff within area of expertise on such matters as equipment and system operation, data coding, document processing, release of records, purges, and other activities.
Researches data and records manually and by computer, and prepares special reports, bulletins, and other information.
Responds to inquiries regarding specialized areas of departmental operations, regulations, policies, and judicial procedures.
Provides training to sworn and non-sworn staff on specialized procedures; required documents; and computer operation.
Installs updates, performs system back-ups, troubleshoots and resolves operator hardware problems, requests vendor maintenance, installs terminals and stand-alone microcomputers, and responds to emergency system failures.
Enters data, codes crimes, and recodes crimes for reporting using national hierarchical coding system.
Researches and adds missing data from crime reports when available.
Types or word processes the more complex or sensitive documents such as criminal investigation reports, search warrants, subpoenas, and related.
Coordinates with other agencies on special activities such as extradition paperwork.
Maintains specialized records, logs, and manuals.
Performs various arithmetical computations.
Attends meetings to take and transcribe minutes.
Composes correspondence regarding assigned area of activity.
May provide secretarial services to a major division head.
May function as acting supervisor of a clerical function in the absence of the regular supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

Systems and procedures for processing, maintenance, retrieval and release of police records.

Applicable laws, codes, regulations, and policies.

Basic operating principles, equipment and systems used in automated law enforcement recordkeeping.

Functions and authorities of the department and other criminal justice agencies.

Office methods and procedures, including data entry, word processing, typing, teletype operation, operation of other standard office equipment, filing, and recordkeeping.

English grammar, spelling and punctuation.

Ability to:

Instruct and train others in procedures, operations, and document processing.

Interpret and apply complex rules and regulations to requests for confidential and public law enforcement related information.

Prioritize work and coordinate several activities simultaneously.

Operate standard and specialized office equipment including computer terminals and teletypes.

Organize and maintain complex files and records.

Establish and maintain effective working relationships with those contacted in the course of the work.

Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school and an accredited course in law enforcement records management.

Experience:

Two years of responsible law enforcement records experience at a level equivalent to the City's Police Records Clerk II.

OTHER REQUIREMENTS:

Must be able to pass a background investigation and meet City of Lodi Police Department requirements for security clearance; specified positions must be willing to be subject to off-hours call-in.

#122

CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: Finance Director

DATE: March 7, 1991

FROM: City Clerk

PROJECT NUMBER: *see attached*

Request is made for funds to accomplish the following project which was not included in the current budget:

<u>Description of Project</u>	<u>Estimated Cost</u>
Salary Increases approved for Deputy City Clerk, Personnel Technician, Police Records Clerk, and Purchasing Assistant - Resolution Nos. 91-40, 41, 42 and 91-34	

Amount - \$ 2683.26

(If you need more space, use additional sheet and attach to this form)

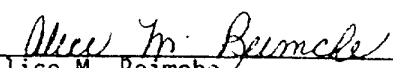
Date of Approval - 3/6/91
Council XXXXXAmount Approved - \$ 2683.26
City Manager

FUND OR ACCOUNT TO BE CHARGED

Current Budget	\$ <u> </u>	Prior Year Reserve	\$ <u> </u>
Contingent Fund	\$ <u>2683.26</u>	General Fund Surplus	\$ <u> </u>
Capital Outlay Reserve	\$ <u> </u>	Reimbursable Account	\$ <u> </u>
Utility Outlay Reserve	\$ <u> </u>	Other (Election)	\$ <u> </u>
Hotel/Motel Tax Reserve	-		
General Fund Operating Reserve			

Account Number


Robert H. Holm, Finance Director


Alice M. Reimche,
City Clerk

Submit this form in duplicate to the Finance Director. Distribution after approval will be as follows: 1) Originating Department 2) Finance Department



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Acceptance of Improvements for Westwood, a One-Lot Subdivision,
2424 Cochran Road

MEETING DATE: March 6, 1991

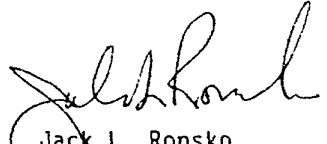
PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution accepting the subdivision improvements included in Westwood, a one-lot subdivision, 2424 Cochran Road, as filed on June 19, 1990, in Book 30, Page 51, Book of Maps and Plats, San Joaquin County Records.

BACKGROUND INFORMATION: Improvements in Westwood, a one-lot subdivision, have been completed in substantial conformance with the requirements of the Subdivision Agreement between the City of Lodi and Daniel R. Anderson and Theodore T. Katzakian, a partnership, and as specifically set forth in the plans and specifications approved by the City Council.

No public streets were dedicated or installed as part of this project.

FUNDING: None required.


Jack L. Ronsko
Public Works Director

Prepared by Wesley K. Fujitani, Senior Civil Engineer

JLR/WF/mt

Attachment

cc: Assistant Civil Engineer
Street Superintendent

APPROVED: 

THOMAS A. PETERSON
City Manager



CC-1

CWESTW02/TXTW.02M (CO.COM)

February 26, 1991

RESOLUTION NO. 91-37

=====

A RESOLUTION OF THE LODI CITY COUNCIL
ACCEPTING THE IMPROVEMENTS INCLUDED IN THE SUBDIVISION AGREEMENT FOR
WESTWOOD, A ONE-LOT SUBDIVISION, LOCATED AT 2424 COCHRAN ROAD, LODI

=====

1. That all requirements of Chapter 16 of the Lodi Municipal Code have been complied with in connection with the improvements included in Westwood, a one-lot subdivision, located at 2424 Cochran Road, Lodi which map was filed on June 19, 1990 in Book 30, Page 51, Book of Maps and Plats, San Joaquin County Records.
2. No public streets were dedicated or installed as part of this project.

DATED: March 6, 1991

=====

I hereby certify that Resolution No. 91-37 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

CITY COUNCIL

DAVID M. HINCHMAN, Mayor
JAMES W. PINKERTON, Jr.
Mayor Pro Tempore
PHILLIP A. PENNINO
JACK A. SIEGLOCK
JOHN R. (Randy) SNIDER

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 334-5634
FAX (209) 333-6795

March 8, 1991

THOMAS A. PETERSON
City Manager

ALICE M. REIMCHE
City Clerk

BOB McNATT
City Attorney

Daniel R. Anderson and
Theodore T. Katzakian
P.O. Box 617
Lodi, CA 95241

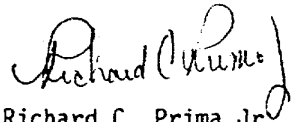
SUBJECT: Westwood, a One-Lot Subdivision

The City Council of the City of Lodi, at its meeting on March 6, 1991, accepted the offsite subdivision improvements that were made in the above subdivision.

Enclosed for your files is a copy of the resolution accepting the street improvements and the public storm, water, sanitary and electrical systems installed within the subdivision. From the date of the resolution, the City of Lodi will maintain the street and other public improvements installed.

The enclosed letter has been sent to your bank so the Instrument of Credit covering faithful performance can be exonerated. The Instrument of Credit covering labor and materials must remain in effect until June 4, 1991, in conformance with the Subdivision Map Act if no claims have been filed.

If you have any questions, please contact me.



Richard C. Prima Jr.
Assistant City Engineer

RCP/mt

Enclosure

cc: Building Division
Police Department
Fire Department
Electric Utility Department
Water/Wastewater Division
Street Division
City Clerk

LANDERSO/TXTW.02M

CITY COUNCIL

DAVID M. HINCHMAN, Mayor
JAMES W. PINKERTON, Jr.
Mayor Pro Tempore
PHILLIP A. PENNINO
JACK A. SIEGLOCK
JOHN R. (Randy) SNIDER

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 334-5634
FAX (209) 333-6795

March 12, 1991

THOMAS A. PETERSON
City Manager

ALICE M. REIMCHE
City Clerk

BOB McNATT
City Attorney

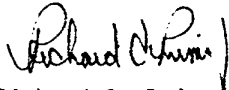
Farmers and Merchants Bank
121 W. Pine Street
Lodi, CA 95240

SUBJECT: Westwood, a One-Lot Subdivision

The City Council of the City of Lodi, at its meeting on March 6, 1991, accepted the offsite improvements in the above subdivision. A copy of the Resolution is enclosed for your files.

This letter is your authorization to exonerate the Instrument of Credit covering faithful performance. The Instrument of Credit covering labor and materials must remain in effect until June 4, 1991, in conformance with the Subdivision Map Act. You will receive no further correspondence regarding the release of the Instrument of Credit for labor and materials unless a claim is filed.

If you have any questions, please contact me.



Richard C. Prima Jr.
Assistant City Engineer

RCP/mt

Enclosures

cc: Daniel R. Anderson and Theodore T. Katzakian
City Clerk

LF&M9106/TXTW.02M



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Water Conservation Program

MEETING DATE: March 6, 1991

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council discuss and take the appropriate action.

BACKGROUND INFORMATION: The Public Works Department was asked to prepare a report of our current and proposed water conservation efforts. The attached document entitled "Overview of Lodi's Water Conservation Program" discusses in detail what our present program is and what we are proposing to do differently this year. It also includes specific areas where we are asking for Council direction or Council approval. These Council action items are recapped below.

Attached as Appendix A is a handout used by our Water Conservation Officers which includes Lodi's Water Conservation Ordinance and a recap of the ordinance requirements, together with some suggestions for efficient water use. This Water Conservation Ordinance was adopted by the City Council in 1977 and has not had a major update since that time. We will be bringing back to the City Council modifications to this ordinance based on any actions the Council might take on this agenda item, together with other changes we've been evaluating for some time, i.e., change in fine structure, adding appeals section, water use restrictions during different types of water system emergencies.

Listed below, in the same order they appear in the attached document, are the items we're asking the City Council to take action on.

1. Direct staff to study an increasing block rate as part of any future rate studies.
2. Establish hours of 10 a.m. to 6 p.m. in which no landscape watering is permitted. This would be effective May 1 and continue through September 30.
3. Eliminate Sunday as a landscape watering day.
4. Require users with large irrigated areas (i.e., festival grounds, golf range, Caltrans, Lodi Unified School District, and the City of Lodi) to submit an irrigation plan by May 1, 1991 to reduce water consumption by at least 25%.
5. Direct staff to prepare a plan for metering all new residential customers.

APPROVED: _____

THOMAS A. PETERSON
City Manager



Water Conservation
March 6, 1991
Page 2

6. Direct staff to study a residential retrofit program.
7. Direct staff to prepare an ordinance which will require all new vehicle washing facilities to use water conserving practices including reclaiming water.
8. Direct staff to develop a program for metering and charging for all construction water from fire hydrants.
9. Direct staff to prepare a water efficient landscape ordinance for adoption prior to January 1, 1993.
10. Direct staff to study the possibilities of making available construction water from Lodi Lake, Woodbridge Irrigation District, storm pumping stations, Mokelumne River, and the Water Slough water treatment facilities.

We will review with the City Council at its "Shirtsleeve" session of March 5 and regular meeting of March 6 Lodi's current and proposed water conservation programs.

FUNDING: None required at this time.



Jack L. Ronsko
Public Works Director

JLR/mt

Attachments

cc: Water/Wastewater Superintendent
Water Conservation Officer

**OVERVIEW OF LODI'S
WATER CONSERVATION PROGRAM
(1991 Season)**

Lodi's current Water Conservation Ordinance, attached as Appendix A, has been in effect since 1977. The Public Works Department is currently drafting a number of revisions to the ordinance. Any applicable policy changes coming from the review of this document will be incorporated into the ordinance revision. All revisions to the Water Conservation Ordinance will be presented to Council at a later date.

The San Joaquin County Advisory Water Commission is establishing a Water Conservation Plan and will be requesting all communities in the county to adopt similar restrictions and regulations. The most recent draft of this plan is attached as Appendix B. Implementing this plan would help eliminate some of the confusion created by having varying conservation regulations throughout the county.

Shown below (*in bold italics*) are each of the 16 sections in the draft plan. Following each recommendation is a discussion of Lodi's current or proposed programs. Lodi's current programs and activities are printed in regular type; new activities being proposed for this year are underlined; and proposed new activities needing City Council action are double underlined.

**SAN JOAQUIN COUNTY
URBAN WATER CONSERVATION PLAN
DRAFT NO. 2
February 6, 1991**

In order for the people of San Joaquin County to maximize the efficient beneficial use of water, the following recommendations and prohibitions are urged to be practiced by all citizens and adopted by all communities as part of all urban water conservation ordinances or policies:

1. Develop and implement a water conservation education program. The program should include public education, support of Statewide programs, support of classroom educational programs and should continue beyond the current critical water period.

The City of Lodi already has in place one of the most comprehensive water conservation education programs in the entire San Joaquin Valley. Lodi's program has been a model for other communities in starting their program.

Our education program for both the general public and in schools has been a factor in keeping Lodi's per capita water use at a low level for an unmetered residential community.

Listed below is a more detailed list of Lodi's ongoing and planned education activities:

PUBLIC EDUCATION

The conservation patrol is the most vital part of our public education program. While on patrol there is first hand contact with the public. The primary functions of the patrol are to educate, remind the citizens of our water conservation ordinance, point out problems, and share with citizens ways which they can help conserve water. Only as a last resort are fines imposed.

The City will also:

Participate in the Annual Lodi Grape and Wine Festival with an informational booth in September. This will be our sixth year.

Participate in the Conservation Fair with an informational booth in October. This will be the fourth year we've participated. This is the first year we have a representative on the Conservation Fair Board.

Participate in Crime Prevention Fair in May with a informational booth. This will be the second year we've participated.

Participate in Earth Day activities. This will be the second year participated.

Give presentations to civic groups, clubs and other agencies. The Water/Wastewater Superintendent, Assistant Water/Wastewater Superintendent, and Water Conservation Officers will continue to give these presentations.

Promote water conservation in a joint effort with the Lodi News Sentinel to produce a weekly article called "Water Wise". and also promote conservation on radio and Lodi cable TV.

Provide periodic watering day reminders on Utility Bills.

Develop a water conserving demonstration/education garden in Lodi (Xeriscape). The new City well IIR on Turner Road is one of the proposed sites.

Continue the restaurant table-tent program for serving water on request only. This program includes a letter of thanks and encouragement for continuing participation to restaurant managers signed by the Mayor. This year we will also provide the management with a "Checklist of Water Conservation Ideas for Restaurants".

Send an informational letter to apartment owners/managers signed by the Mayor outlining the water conservation program and asking for their support. This is the third year we will send the letter.

Send an informational letter to drive thru/fast food restaurants and service stations/garages outlining conservation procedures for areas requiring wash downs for health and safety reasons and encouraging their support. These letters will also be signed by the Mayor.

Contact targeted commercial and industrial users with water conservation tips specific to their business.

Make water conservation kits available to those citizens wanting them.

CLASSROOM EDUCATION

The classroom education program makes presentations on Water Science, Water Awareness and Water Conservation to both public and private schools in the City of Lodi. Additionally the program will:

Train a Deputy Water Conservation Officer to work as a backup lecturer for the school program.

Distribute Water Conservation/Don't Do Drugs bookmarks to students in participating classrooms. Additionally we distribute "Our Water" flyer which specifically deals with Lodi's water. A copy of this flyer is attached as appendix C.

Distribute customized water conservation yardsticks to teachers in participating classrooms.

Participate in "Water Precious Water" workshop at the University of the Pacific. This workshop is a bi-annual water science educational workshop for San Joaquin County area teachers. The City supports this workshop with a donation in addition to providing speakers.

Continue to promote a poster contest in schools where entries are then displayed at local businesses and at City Hall. These posters depict water conservation and will be put on display during Water Awareness Month (May).

WATER AWARENESS MONTH

The City Council will be asked to adopt a Proclamation of Water Awareness Month, May 1 through May 31.

The City, to actively promote "Water Awareness Month", will:

Promote Water Awareness Month with City employees using pins and/or shirts with slogan, and with the public using news articles and ads.

Sponsor a public information booth at the Crime Prevention Fair in May.

Run water conservation messages on the radio and on cable TV.

Continue to make monetary contribution to California Department of Water Resources for promotion of state wide Water Awareness Month in May 1991.

Include a "Water Awareness Month" reminder on Utility Bills in May.

2. Develop water pricing rate structures to produce economic incentives for water conservation for both normal and drought conditions.

In the past a declining block rate schedule was used in Lodi which provided a discount for the higher water user.

In 1989 Lodi changed to a flat block rate. Under the flat block rate everyone pays \$0.27 per 100 ft³ (36¢ per 1000 gallons) no matter how much they use.

It is recommended that Council direct staff to study an increasing block rate as part of any future rate studies.

3. Restrict landscape watering to the locally established hours of the day to achieve water use maximum efficiency.

In the 1977 drought Lodi had a ban on landscape watering between the hours of 7am and 7pm. This was discontinued one year after the end of that drought.

It is recommended that the Council establish hours of 10am to 6pm in which no landscape watering is permitted. This would be effective May 1 and continue through September 30.

It is recommended that the Council eliminate Sunday as a landscape watering day. This will provide everyone with three watering days, Monday, Wednesday and Friday for odd numbered street addresses and Tuesday, Thursday and Saturday for even numbered street addresses. When four days were allowed, many felt they should or must water all four days. Landscapers agree that two to three waterings per week is sufficient during the hottest parts of the year.

4. Require all institutional water users with high ratios of irrigated areas, i.e. schools, universities, parks, golf courses, cemeteries, etc., to submit water conservation plans to local government authority for irrigation practices that minimize water use.

It is recommended that the Council require users with large irrigated areas (i.e., Festival Grounds, Golf Range, Cal Trans, LUSD and the City of Lodi) to submit an irrigation plan by May 1, 1991 to reduce water consumption by at least 25%. The City's Parks and Recreation Department has recently submitted a draft plan which will reduce their water consumption by 30%.

6. Require new water services be metered.

Since 1976 all new industrial/commercial customers have been metered.

It is recommended that the Council direct staff to prepare a plan for metering all new residential customers. This conforms with Goal B, Policy 2, in the City's draft General Plan update.

7. Develop a plan to retrofit all existing non-metered water users.

A program to retrofit commercial/industrial has been on going since 1977. In 1988 City Council approved a plan to step up the program and the City presently has approximately 490 commercial/industrial meters installed.

It is recommended that Council direct staff to study a residential retrofit program. This study would include overall feasibility, costs, approach, manpower needs, time schedule, priority, financial responsibility for meter/installation and other areas which need to be resolved before any decision can be made. This conforms with Goal B, Policy 3, in the City's draft General Plan update.

8. Require that all new construction include toilets that use not more than 1.6 gallons per flush by January 1, 1992.

The State will require this by January 1, 1992. Staff plans to bring back to the City Council a proposed City ordinance to close loopholes in the existing state law thereby making it more effective.

9. Establish a program to encourage the replacement of existing toilets with toilets that use not more than 1.6 gallons per flush.

Staff will study the feasibility of a program to encourage the replacement of existing toilets with low flush toilets.

10. Establish a system-wide water distribution system audit, leak detection and repair program.

A full water audit cannot be performed without having all water users metered.

The Water/Wastewater Division will be proposing to purchase leak detection equipment in the 1991-1992 budget. This equipment will enable us to quickly detect and locate leaking water mains thereby saving water, time, and liability.

11. Vehicle washing facilities must use reclaimed water as a permit requirement.

It is recommended that the Council direct staff to prepare an ordinance which will require all new vehicle washing facilities to use water conserving practices including reclaiming water.

12. Discourage use of water from fire hydrants other than by the governing water agency or the local fire protection agency.

It is recommended that the Council direct Staff to develop a program for metering and charging for all construction water from fire hydrants.

13. Adopt an ordinance in keeping with AB 325 (Water Conservation - Landscaping Ordinance) for landscaping requirements which minimize water use.

AB 325 requires communities to develop and adopt their own water efficient landscape ordinance by January 1, 1993, or adopt the states model ordinance now being drafted.

It is recommended that Council direct Staff to prepare a water efficient landscape ordinance for adoption prior to January 1, 1993.

14. Restrict the washing of any exterior surfaces to those necessary for sanitary or public safety purposes.

These restrictions are already included in Lodi's Water Conservation Ordinance.

15. Dust control and construction water will be obtained from non-potable water where available.

It is recommended that Council direct Staff to study the possibilities of making available construction water from Lodi Lake, WID, Storm Pumping Stations, Mokelumne River and the White Slough Water Pollution Control Treatment Facilities.

16. Develop a program for the elimination of "once through" water refrigeration and cooling systems.

It is recommended that Council direct Staff to prepare an ordinance banning the installation of "once through" water refrigeration and cooling systems and providing for the eventual elimination of existing systems.

PERSONNEL RESOURCES

Listed below are existing and proposed positions required to operate the Water Conservation Program.

- One Water Conservation Officer: coordinates the patrol activities, meets with public to mediate enforcement conflicts and coordinates public education and other promotional activities.

This has been a 40-hour-a-week seasonal position in the past.

The Department will be requesting Council consideration to transition this to a full time position during the 1991 - 1992 Budget hearings.

- One Water Conservation Officer, Mr. George Sande, assigned to both public and private school program approximately 20 hours a week , 52 weeks a year.
- Part time Deputy Water Conservation Officers.
 1. Two Deputy Water Conservation Officers 40 hours/week (Mar. 1 - Oct. 15)
 2. One additional Deputy Water Conservation Officer 40 hours/week (Feb. 15 - Oct.31)

Roving water conservation patrol will cover nearly 24 hours a day, 7 days a week.

- Clerical staff 10 hours/week (Mar. 1 - Oct. 31)

We will again enlist the help of all Public Works and other City personnel to alert the water conservation office of water waste occurrences.

WATER CONSERVATION ORDINANCE

Lodi City Code, Chapter 13.08, Article III.

Water Waste Prohibited

(Section 13.08.220)

The waste of water is prohibited and any waste continued after notice thereof is given shall make the person subject to the provisions of this article.

Water Waste Defined

(Section 13.08.230)

"Waste of water" includes but is not limited to the following:

- A. Failure to repair a controllable leak of water;
- B. The watering of lawns, flowerbeds or gardens *throughout the year* shall be limited to:
 - 1. Premises having odd house numbers, on Monday, Wednesday, Friday and Sunday;
 - 2. Premises having even numbers, on Tuesday, Thursday, Saturday and Sunday;
- C. Washing of sidewalks, driveways, parking areas, tennis courts, patios, or other exterior paved areas except when required to remove any spillage of substances that may be a danger to public health or safety;
- D. Washing with water any motor vehicles, trailers or movable equipment other than with a bucket and rinsing the vehicle or equipment by use of a hose for not more than three minutes;
- E. The excess watering of any area so that water flows into a gutter or drainage area for a period exceeding five minutes.

Water Rates for Wastage

(Section 13.08.240)

- A. Whenever the city becomes aware of a person wasting water, then the city shall deliver a written notice to the person at the premises where the waste of water occurs and, in the event that no person is present, then the notice of the wasting of the water shall be left at the premises and a copy of the notice shall be mailed to the person who is regularly billed for the use of water at the premises.
- B. The notice may also be given to any other person known to the city who is responsible for the wasting of water or the correction thereof.
- C. The notice shall describe the wasting of water and order that it be corrected, cured or abated immediately or within such specified time as the city believes is reasonable under the circumstances.

D. In the event of second similar wasting of water, then a like notice as described in subsection C of this section shall be served and delivered and there shall be added to the next regular monthly bill of the premises a charge of twenty-five dollars for the use of the wasted water.

E. A third similar wasting of water by any person shall result in an additional charge for that use of fifty dollars.

F. A fourth similar wasting of water by any person shall result in an additional charge for that use of one hundred dollars, and the city may also require the person to pay the cost of a meter and the installation thereof as a prerequisite to service.

Metering of Chronic Water Wasters:

(Section 13.08.250)

In the event that any domestic, commercial or industrial user of the city water supply wastes water, whether or not the waste falls within the definition of Section 13.08.230, notice of acts constituting such wastes shall be given to the user. Upon failure to correct the wasting of water after notice, then the city may disconnect the service and require the installation of a meter at the expense of the customer prior to the resumption of the service. In addition, the user shall pay a reconnection fee of one hundred dollars.

Rules Regarding Strict Application

(Section 13.08.260)

If in the opinion of the public works director the public health or safety may suffer or an unnecessary or undue hardship may be suffered by the strict application of any of the provisions of this article, the public works director may waive a strict application of any of the provisions of this article. The decision of the public works director may be appealed to the city council.

Violation - Infraction

(Section 13.08.270)

In addition to the surcharge set forth in this article for the wasting of water, any person who wastes water, as waste of water is defined in Section 13.08.230, may also be charged with an infraction by the citation process established by the city.

See reverse for more information.

*Put this
in a
packet.*



For Information Only

Requirements of City of Lodi Water Conservation Ordinance Number 1105

Ordinance Requirements

1. Shall not allow a controllable leak of water to go unrepaired.
2. Shall not water lawns, flower beds or gardens except on watering days, as follows: Odd-numbered addresses on Monday, Wednesday, Friday and Sunday; even-numbered addresses on Tuesday, Thursday, Saturday and Sunday.
3. Shall not wash down sidewalks, driveways, parking areas, tennis courts, patios, or other exterior paved areas.
4. Shall not wash any motor vehicle, trailer, boat, or moveable equipment except with a bucket. Hoses shall be used for rinsing only.
5. Shall not allow excess water to flow into a gutter or drainage area for longer than five (5) minutes.

Rates for Water Wasting

- 1st Water Waste** — City will give written notice requiring corrective action.
- 2nd Water Waste** — City will give written notice, and a \$25 charge will be added to the next utility bill.
- 3rd Water Waste** — City will give written notice, and a \$50 charge will be added to the next utility bill.
- 4th Water Waste** — City will give written notice, and a \$100 charge will be added to the next utility bill **AND** the City may require a water meter to be installed at the waster's expense.

Suggestions for Efficient Water Use:

1. When it is necessary to wash down paved areas (see requirement No. 3), direct water into flower beds or lawns and not into the street.
2. For lawns with a run-off problem, apply water for 10 minutes and then allow it to soak in for 20 minutes before turning the water back on for 10 minutes; 10 minutes on, 20 minutes off, 10 minutes on. This will increase the amount of water irrigating the lawn and decrease the amount of water running off into the gutter.
3. If you have any questions, or would like further information concerning water conservation, please call 339-9026 and ask for the Water Conservation Officer.

This Is Not a Citation. However, if you have received previous notices in the last 12 months, a written notice will follow.

Appendix B

DRAFT NO. 2

February 6, 1991

SAN JOAQUIN COUNTY URBAN WATER CONSERVATION PLAN

In order for the people of San Joaquin County to maximize the efficient beneficial use of water, the following recommendations and prohibitions are urged to be practiced by all citizens and adopted by all communities as part of all urban water conservation ordinances or policies:

1. Develop and implement a water conservation education program. The program should include public education, support of Statewide programs, support of classroom educational programs and should continue beyond the current critical water period.
2. Develop water pricing rate structures to produce economic incentives for water conservation for both normal and drought conditions.
3. Restrict landscape watering to the locally established hours of the day to achieve water use maximum efficiency.
4. Require all institutional water users with high ratios of irrigated areas, i.e. schools, universities, parks, golf

courses, cemeteries, etc., to submit water conservation plans to local government authority for irrigation practices that minimize water use.

6. Require new water services be metered.
7. Develop a plan to retrofit all existing non-metered water users.
8. Require that all new construction include toilets that use not more than 1.6 gallons per flush by January 1, 1992.
9. Establish a program to encourage the replacement of existing toilets with toilets that use not more than 1.6 gallons per flush.
10. Establish a system-wide water distribution system audit, leak detection and repair program.
11. Vehicle washing facilities must use reclaimed water as a permit requirement.
12. Discourage use of water from fire hydrants other than by the governing water agency or the local fire protection agency.
13. Adopt an ordinance in keeping with AB 325 (Water Conservation

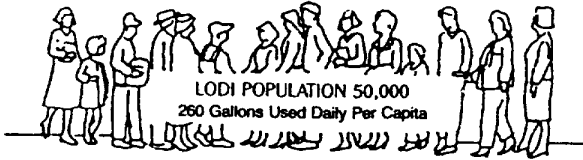
- Landscaping Ordinance) for landscaping requirements which minimize water use.

14. Restrict the washing of any exterior surfaces to those necessary for sanitary or public safety purposes.
15. Dust control and construction water will be obtained from non-potable water where available.
16. Develop a program for the elimination of "once through" water refrigeration and cooling systems.

C:\WCO\UWCP.O

(2/12/91)

WATER DEMAND



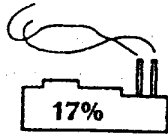
LODI WATER FACTS

Residential Use:
3,963,200,000 Gallons/Year

Approximate Percentage of Use:

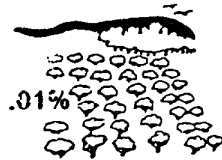
83%

Exterior	48%
Toilet	24%
Bath	17%
Kitchen	6%
Laundry	5%



Commercial/Industrial Use:
811,740,000 Gallons/Year

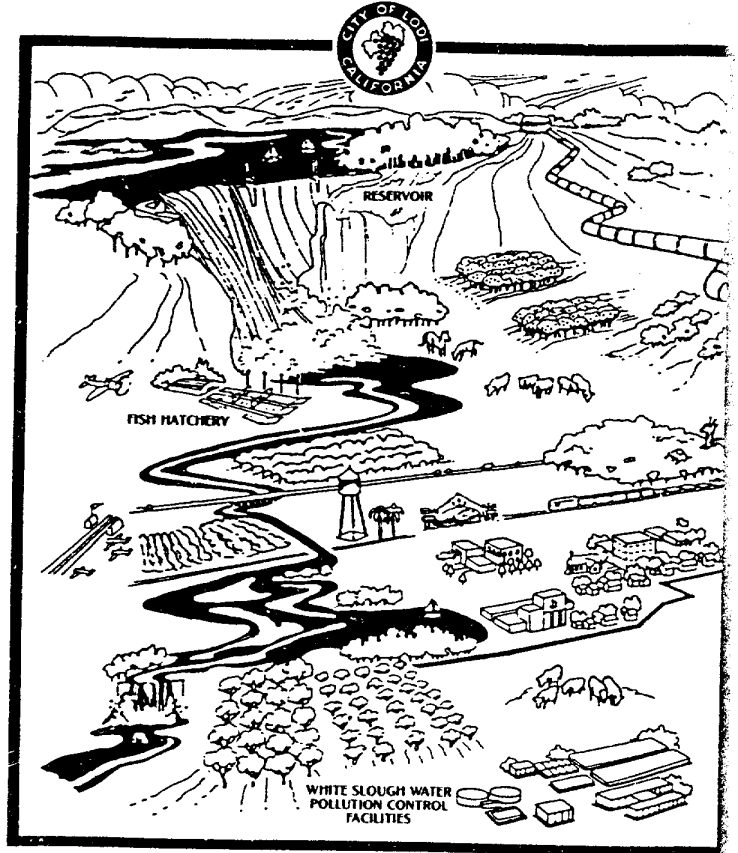
Area farmers use groundwater or
Woodbridge Irrigation District water
to irrigate their crops.



For more information, please contact the
Water Conservation Officer at (209) 339-9026

Data by Public Works Department
Revised August 1990

Our Water



CITY OF LODI
WATER CONSERVATION PROGRAM

Why Is Water Important?

Water is necessary for life. We all expect water to come out of the faucet when we turn on the tap. But do you know where the water comes from or how it gets to you?

Water is one of the most important resources we use in Lodi, but you may not realize what a complex and costly process water distribution is.



100% Groundwater

The City has 20 wells, and each well can deliver 1,000 to 2,400 gallons per minute. This water is distributed through 180 miles of underground water mains. Total capacity is approximately 45 million gallons per day.



You're Paying For It

Producing and delivering water to the citizens of Lodi is an expensive business. In 1990, this service will cost the City of Lodi \$2.7 million. The expense is paid through a fee on your city utility bill.

These fees pay for drilling new wells, installing new water pipes, repairing and replacing customers' water service lines, installing and maintaining fire hydrants, laboratory testing of water, purchasing electricity to run the water well pumps, paying salaries for Water Division employees and treatment at well sites.



Our Future Water Supply

Wise use of Lodi's groundwater resource should provide enough clean, wholesome water for Lodi citizens well into the 21st century. Winter rains and the Mokelumne River help replenish our groundwater, but aided by the drought, groundwater levels under Lodi have dropped 15 feet from 1986 to 1990. Conservation and reducing waste is important, whether a drought year or not. The City of Lodi's Water Conservation Program plays a major role.

For example, in 1977, each person in Lodi used an average 374 gallons every day. Our population was about 32,000 and City wells produced about 4.4 billion gallons that year. In 1989 each person

used 260 gallons per day. We had a population of 50,000 and City wells produced about 4.8 billion gallons that year.

In 1977, the City Council passed the water conservation ordinance, and the Water Conservation Program began. Since then, the Conservation Officers have offered tips on saving water, presented conservation education to school children and civic groups, and patrolled the City to stop water waste.



Tips and Facts

At the time of year when many of us are sprinkling to keep our lawns green, the water supply system is experiencing its greatest demands.

Summer activities, such as lawn and garden watering, cause us to use nearly twice the amount of water that we use during the winter.

Handy Tips To Conserve Water During Summer Months:

Keep the grass about two inches high. This shades the root system and holds soil moisture better than closely clipped lawns.

Brown spots on the lawn can be caused by many factors — heavy watering alone will not make them green.

Hand-water spots that dry out earlier than the rest of the lawn.

Avoid over-watering. It can leach nitrogen from the root zone, increasing the need for expensive fertilizers.

Water during the cool, early morning hours when evaporation is minimal. Don't water on windy days.

Plan landscaping and replant with drought resistant plants — such as native California plants.



Saving Through The Sewers

Usable water is reclaimed from wastewater (what most people call sewage) at Lodi's White Slough Water Pollution Control Facility on Thornton Road near I-5.

Domestic (household) and industrial wastewater is collected in a 170-mile system of sewer mains and delivered by gravity to the White Slough facility. The facility is on 1,040 acres of City property, and reclaims 2.5 billion gallons of water a year. Much of this water is used to irrigate crops or animal feed.

What's Bugging You?

By Dan Pratt

Invest a little water in your lawn: It pays

"Please don't shoot the piano player; he's doing the best he can," was a sign found on the walls of many long-ago saloons. I'd like to bring that up to date a bit: "Please don't shoot your lawn; it's doing a lot more than you think."

With the shortage of water, there has been a tendency to think we can solve the problem by getting rid of lawns and landscaping. Outdoor landscaping accounts for only 4 percent of the total water usage. Plow-under every lawn, shrub and tree in town, and you will save 4 percent of the water, but would you want to live under those conditions?

Without a lawn and the other green plants in the yard, you can expect a noticeable increase in heat, dust, noise, erosion and energy consumption. You can expect a significant decrease in the oxygen you breathe and the value of your home (about \$3,100 on a \$70,000 home).

First, the matter of heat. The temperature of a living grass area will be an average of 25 degrees cooler than bare dirt or dead grass. The front lawn of an average city lot provides the cooling of a 1-ton air conditioner, only you don't need to plug it in. For maximum cooling effect, mow your lawn 2½ to 3 inches high. Stop for a minute and consider what your air conditioning costs were last year and then what they would be this year without that cooling grass. Ask your electric company if it can handle an increase of 25 percent in peak demand.

Now, let's talk about dust. Your lawn acts as a large, fuzzy filter, trapping dust particles and returning them back into the ground. Without lawns, we would lose this "filtering" effect. In fact, more dust would be created. The incidence of health problems associated with blowing dust and spores would increase.

If you look forward to breathing on a regular basis, then you certainly appreciate the oxygen that grass provides. The grass blades in the average



Without lawns, there would be no "outdoor" air conditioning.

front lawn provide enough oxygen for a family of four. At the same time, that lawn is absorbing hundreds of pounds of airborne pollutants, such as sulfur dioxide and carbon dioxide, that cause acid rain and are adding to the greenhouse effect. Lawns get rid of them.

There is no need to eliminate lawns. What we do need are some sensible watering practices. No lawn in this area needs water more than twice a week to stay green and healthy. If water gets really short, lawn grass can survive (but not look so great) with watering once a week or every 10 days.

When you water, apply at least 1 inch (set out pie pans to check) and do it early in the day. Without sunlight, plants cannot use water. Water applied between 8 p.m. and midnight is wasted.

There are many other things you can do to reduce water consumption in your garden. I'll write about them in upcoming columns.

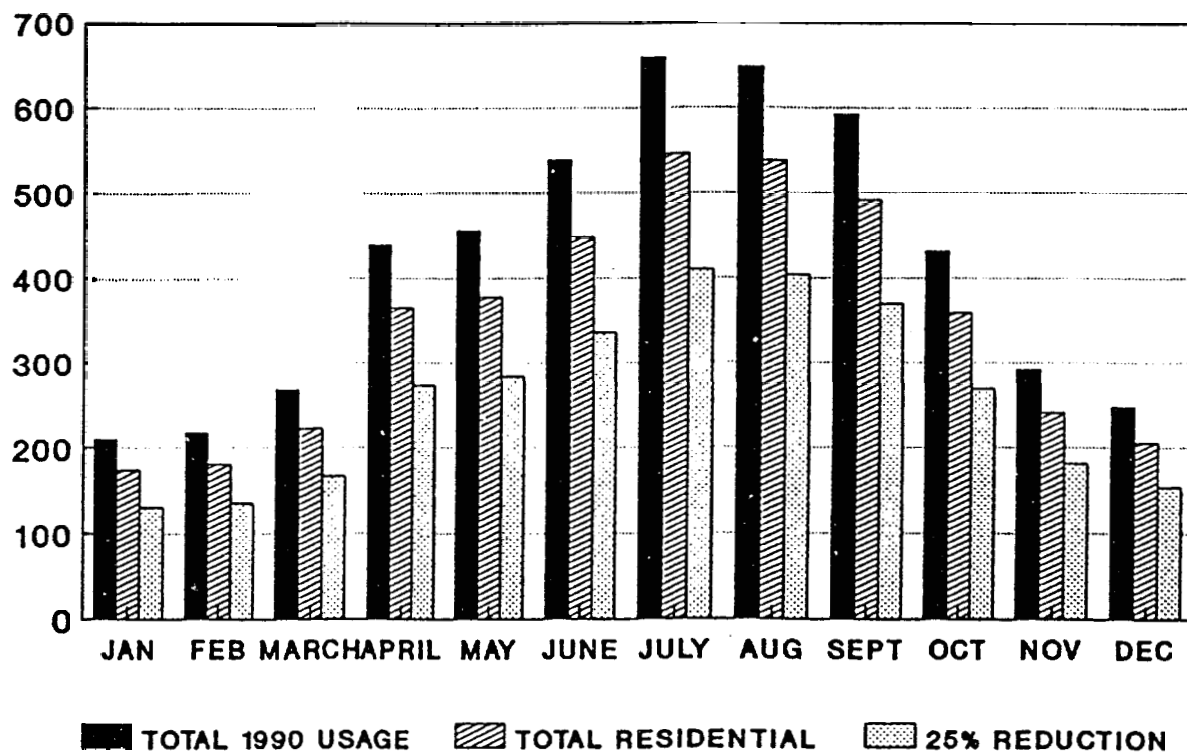
DAN PRATT is a California certified nurseryman and public relations director for a Sacramento nursery. He answers questions from 9 to 11 a.m. Sundays on KFBK/1530 AM.

LODI WATER CONSERVATION
(IN MILLIONS)

	TOTAL GALLONS 1990	83 PERCENT RESIDENTIAL	WELLS	REDUCED 25 PERCENT	YEARLY SAVINGS
JAN	210	174	6	131	44
FEB	218	181	6	136	45
MARCH	269	223	7	167	56
APRIL	440	365	12	274	91
MAY	458	378	13	284	95
JUNE	540	448	15	336	112
JULY	659	547	20	410	137
AUG	649	539	18	404	135
SEPT	594	493	17	370	123
OCT	433	359	12	270	90
NOV	292	242	8	182	61
DEC	248	206	7	154	51
TOTALS	5008	4,157		3,117	1,039

	NEW USAGE	30/MONTH TOTAL WELLS	26/MONTH 6 DAY WELLS
JAN	131	5	6
FEB	136	5	6
MARCH	167	6	7
APRIL	274	10	12
MAY	284	10	12
JUNE	336	12	14
JULY	410	15	17
AUG	404	15	17
SEPT	370	13	15
OCT	270	10	12
NOV	182	7	8
DEC	154	6	7
	3118		

LODI WATER CONSERVATION



WATER WELLS

